

## **ENVIRONMENTAL HAZARDOUS MATERIALS SUPERVISOR**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform skilled technical duties in the collection and disposal of hazardous waste products; to assist in planning, developing and implementing a city-wide program to review, identify and eliminate environmental liability in City facilities, programs, policies and operating procedures and to ensure the City's compliance with federal, state and local environmental laws and permitting requirements.

### **Supervision Received and Exercised:**

Receives direction from the Environmental Services Administrator or from other supervisory or management staff.

Exercises functional and technical supervision over lower level technical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Coordinate with the City of Tempe Police Department in safety assessments of clandestine drug laboratories; identify unknown substances and dispose of them in accordance with DOT, OSHA, and EPA requirements; coordinate with the City of Tempe Fire Department on hazardous waste calls.
- Oversee daily operations of the City's Household Products Collection Center; identify unknown chemicals; bulk hazardous materials for transport in compliance with DOT regulations; respond to citizen calls and complaints on environmental issues including improperly disposed household hazardous materials and/or illegal dumping occurring in the City of Tempe right-of-way.

*Effective September 1996  
Revised October 2000  
Revised and renamed July 2002  
Revised July 2003 – Range adj  
Revised October 2003 – Range adj*

## CITY OF TEMPE

### Environmental Hazardous Materials Supervisor (continued)

- Develop and implement City-wide policy and procedure manuals for management of hazardous and non-hazardous waste; counsel and provide detailed information to City management and the general public on the proper storage and disposal of household hazardous waste; provide detailed information and technical assistance to industries regulated by the Clean Water Act.
- Conduct environmental, health and safety training for City employees related to various OSHA, EPA regulations, and other environmental issues.
- Prepare and provide technical assistance to City departments on the preparation of water and hazardous waste applications to Environmental Protection Agency (EPA) and Arizona Department of Environmental Quality (ADEQ).
- Develop and maintain environmental databases which serve as a reference library for the City and its citizens; research and compile information using the TOMES and Virtual Media and other environmental databases; study new EPA& OSHA regulations and relevant material and attend meetings and workshops to ensure the City remains current on all environmental issues.
- Prepare Facility Annual Reports on waste generation at City facilities to be submitted to ADEQ; assist in developing a hazardous waste compliance program for City operations impacted by federal, state and local regulations.
- Represent the Environmental Services Division on committees such as the Tempe Environmental Quality Alliance, North American Hazardous Materials Managers Association, Solid Waste Association of North America, etc; attend public hearings and legislative hearings relating to household products and hazardous waste environmental issues that may impact the City.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Three years of responsible experience in environmental program management, environmental compliance or environmental engineering.

#### **Training:**

*Effective September 1996*  
*Revised October 2000*  
*Revised and renamed July 2002*  
*Revised July 2003 – Range adj*  
*Revised October 2003 – Range adj*

CITY OF TEMPE

Environmental Hazardous Materials Supervisor (continued)

Equivalent to a bachelor's degree from an accredited college or university in Environmental Engineering, Environmental Science, Chemistry, or a related field.

**Licenses/Certifications:**

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

Possession of, or ability to obtain within 90 days of hire, 40 Hour Hazwopper. Possession of OSHA training certificates is preferred.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 6024**

**Salary Range: 39**

**Compensation Plan: P40 / Regular**

**FLSA: Exempt**

*Effective September 1996  
Revised October 2000  
Revised and renamed July 2002  
Revised July 2003 – Range adj  
Revised October 2003 – Range adj*